**SEARCH COMMITTEE MEMBERSHIP REQUEST**

**for**

**MSUAASF and Minnesota State Administrator Positions**

**(This form is used to obtain names of appointed bargaining unit members only)**

The composition of the search committee is determined by the Hiring Manager (vice president, associate provost, dean, director or designee) that oversees the position being searched. As a guideline for *MinnState Administrator* positions, the number of bargaining unit representatives on the search committee should be proportionately representative of the employees within the Administrator’s area of authority.

***Per the MSUAASF contract, the union (president) will appoint at least one union representative to the search committee.***

**For *MSUAASF* positions, the number of MSUAASF members on the committee will not be exceeded by membership from any other bargaining unit**.

Note: The Office of Equity and Affirmative Action requires diversity of gender and ethnicity on all search committees.

Please complete the following to indicate which union(s) we should request to participate on the search committee and the number of representatives from each union:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position Title** | | |  | | | **Requisition #** | |  |
| **College/Unit** | | |  | | | **Check one:**  **IFO**  **MSUAASF**  **MinnState Administrator** | | |
| **Department** | |  | | | |
| **Submitted by Hiring Manager:** | | | | |  |
| **Search Committee Chair Name:** | | | | |  |
| **Chair phone: 308-** | | | |  | |
| **Chair email:** |  | | | | | **Date:** |  | |

|  |  |  |
| --- | --- | --- |
| **Bargaining Unit** | **Number of**  **Representatives** | **Comments (if any)** |
| AFSCME |  |  |
| IFO |  |  |
| MAPE |  |  |
| MMA |  |  |
| MSUAASF |  |  |

|  |  |
| --- | --- |
| |  | | --- | | **Email this request to the Office of Human Resources** (<rdbertram@stcloudstate.edu>):   * A request will be sent to union presidents for the name of appointee(s) from each of the bargaining units specified; unions will be requested to submit the names within two weeks. \* * After the two week time period, the Office of Human Resources will email a list of the appointed committee members to the Hiring Manager, Search Chair and OEA. * **At this point, the search can move forward.**   \*Appointed member names submitted *after* the two week time period: Union presidents should email these name(s) to the Office of Human Resources, the Hiring Manager, and Chair.  Thank you. | |

Updated 7/26/2022